

## How to Order “No Charge” (Free) Items

This End-User Procedure is to provide guidance on how to enter “No Charge” (Free) items on a Purchase Order that are established on a Contract. The DGS Commodity Specialist had created line items with a zero cost on the Contract for these “No Charge” Line Items as shown in the example below.

**Display Contract : Item Overview**

Account Assignments

Agreement: 4600015083 Agreement Type: SWV Agmt Date: 01/25/2013  
 Vendor: 164068 3M COMPANY DBA Currency: USD

Outline Agreement Items

Item	I	A Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Plnt	S Loc	D	Te...
190		317733	SHEETING SIGN 30 TYPE II BLU	0.000	ROL		1.11		FT2 55121734				
200		317735	INK SIGN BLK HI 1-GAL	0.000	GAL		0.00		GAL 55121700				
210		317736	INK SIGN GR HI 1-GAL	0.000	GAL		0.00		GAL 55121700				
220		317737	INK SIGN BLU HI 1-GAL	0.000	GAL		0.00		GAL 55121700				
230		317738	INK SIGN RED HI 1-GAL	0.000	GAL		0.00		GAL 55121700				
240		317739	INK SIGN OR HI 1-GAL	0.000	GAL		0.00		GAL 55121700				
250		317740	SHEETING SLIP WH 15X100YDS	0.000	ROL		0.00		FT2 55121734				
260		317741	SHEETING SLIP WH 18X100YDS	0.000	ROL		0.00		FT2 55121734				
270		317742	SHEETING SLIP WH 24X100YDS	0.000	ROL		0.00		FT2 55121734				
280		317743	SHEETING SLIP WH 30X100YDS	0.000	ROL		0.00		FT2 55121734				
290		317744	SHEETING SLIP WH 36X100YDS	0.000	ROL		0.00		FT2 55121734				
300		317745	SHEETING SLIP WH 48X100YDS	0.000	ROL		0.00		FT2 55121734				
310		317746	TAPE SIGN CLEAR TRANSFER 6X10	0.000	FT2		0.15		FT2 55121700				
320		317747	TAPE SIGN CLEAR TRANSFER 12X1	0.000	FT2		0.15		FT2 55121700				
330		317749	TAPE SIGN CLEAR TRANSFER 24X1	0.000	FT2		0.15		FT2 55121700				
340		317750	SHEETING SIGN 24 NON-REFLECTIV	0.000	ROL		0.15		FT2 55121734				
350		317751	SHEETING SIGN 30 NON-REFLECTIV	0.000	ROL		0.15		FT2 55121734				
360		317756	SHEETING SIGN 24 TYPE VII FL OR	0.000	ROL		2.05		FT2 55121734				

(Purchase Order process continued on next page)

Once the Purchase Order is created, **only on the “NO CHARGE” lines**, select the Invoice tab and remove the check from the Inv. Receipt. This means that you will not be invoiced for this item since it is “Free” and therefore, you will not get an error message. Do not do this for other line items with pricing.

**PADOT Standard PO 7800136224 Created by PM\_BATCH Background User**

Document Overview On Print Preview Messages Personal Setting

PADOT Standard PO Vendor: 164068 3M COMPANY DBA Doc. date: 11/16/2015

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Payment Processing

Purch. Org.: T800 PennDot  
Purch. Group: 549 PENNDOT Sign Shop  
Company Code: C03A COMMONWEALTH OF PA

Item	S...	Item	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O...	Mat Group	Plant	Stor. Loc	LOCK
10					317731	SHEETING SIGN 36 TYPE III	2.000	ROL	12/14/2015	1.110350	1			FT2 SIGN SHEET	PENNDOT Sign Sh	SIGN SHOP	
30					317773	FILM EC SIGN 36X50 GR	4.000	ROL	12/14/2015	0.800350	1			FT2 SIGNAGE	PENNDOT Sign Sh	SIGN SHOP	
40					317744	SHEETING SLIP WH 36X100Y	20.000	ROL	12/14/2015	0.000350	1			ROL SIGN SHEET	PENNDOT Sign Sh	SIGN SHOP	

Item: 40 317744, SHEETING SLIP WH 36X100Y

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Texts Delivery Address Confirmations Condition Control Retail Customer Data

☒ Inv. Receipt  
☐ Final Invoice  
☐ GR-End IV

Tax code:   
Jurisd. Code: PA00000000